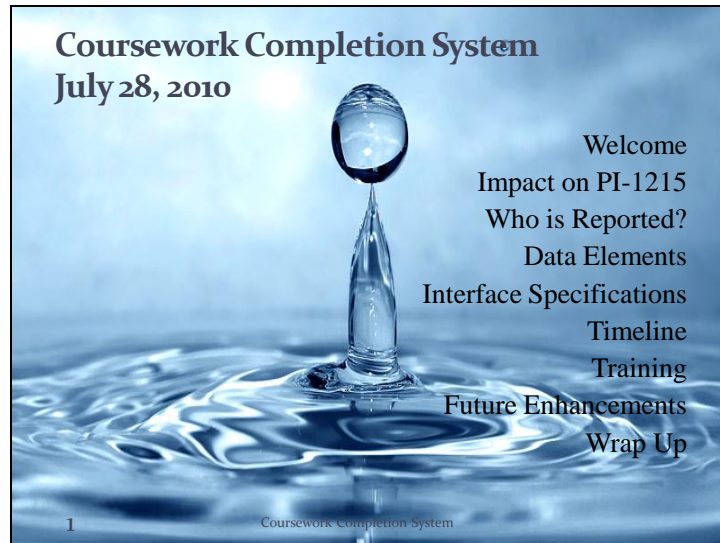


Slide 1



Coursework Completion System
July 28, 2010

- Welcome
- Impact on PI-1215
- Who is Reported?
- Data Elements
- Interface Specifications
- Timeline
- Training
- Future Enhancements
- Wrap Up

1 Coursework Completion System

Slide 2

Welcome and Introductions

Rick Grobschmidt <ul style="list-style-type: none">• Coursework Completion System Introduction	Susan Rose-Adametz <ul style="list-style-type: none">• Introduction of Team Leaders<ul style="list-style-type: none">• Sarita Jha – Project Manager• Melissa Aro – Business Systems Analyst, WSL/ISES/Discipline Lead• Susan Rose-Adametz – Business Systems Analyst, CWCS Lead
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2 Coursework Completion System

The coursework completion data collection is a new system for the collection data specific to students' completion of coursework. This data collection is necessary to meet the requirements of the federal government, specifically the America Competes Act. In addition to meeting the federal accountability provisions, this data collection will facilitate the standardization of student coursework information and be useful in the maintenance of a longitudinal data system. The longitudinal data system will assist in the development of sound educational policies, improve the quality and significance of education research with the goal of improving student achievement.

In an attempt to consolidate overlapping reporting efforts, this data will be used to replace the PI-1215 in the future. Data will be aggregated and used to support some public reporting on WINSS as well as enable Wisconsin to meet federal reporting requirements.

The coursework completion data will be posted to WINSS similar to the data currently posted from the 'Course Offerings' tab of the PI-1215.

Regarding new data elements, no new WINSS reporting is planned at this time.

We may incorporate these into our plan, or at least consider them for future reporting. DPI would like to convene working groups comprised of multiple stakeholders, including LEA personnel to define clear goals for the use of the data.

Future CWCS reporting needs will be developed within the Longitudinal Data System (LDS).

What are the benefits of the CWCS data collection to the districts?

School districts will have the ability to utilize the coursework completion data locally for analysis of educational programming success within their schools and across the district.

Impact to the PI-1215 for School Year 2010-11 and Beyond

- 1st Tab will be eliminated
- Course information collected in CWCS
 - Teacher assignments collected in CWCS
 - Student enrollment, completion status, and grade earned collected in CWCS
- Parallel Collection
 - Elementary Survey Question (World Languages)
 - Part-time Open Enrollment
 - Youth Options
- Graduation Requirements stays the same

3 Coursework Completion System

Changing for 2010-11 on the PI-1215:

Reasons:

- We will be doing a parallel collection for the elementary survey questions for world languages, part-time open enrollment and youth options student participation for 2010-11 and eliminating this in 2011-12. This is your opportunity to fine tune your processes to ensure the CWCS collections for 2011-12 are working. DPI will be using this opportunity to validate the data reported through the PI-1215 against the data reported in the CWCS.
- We realize the burden a parallel collection puts on the Districts thus our reason for not including the course offerings reporting in that process.

Changes for school year 2011-12 and beyond:

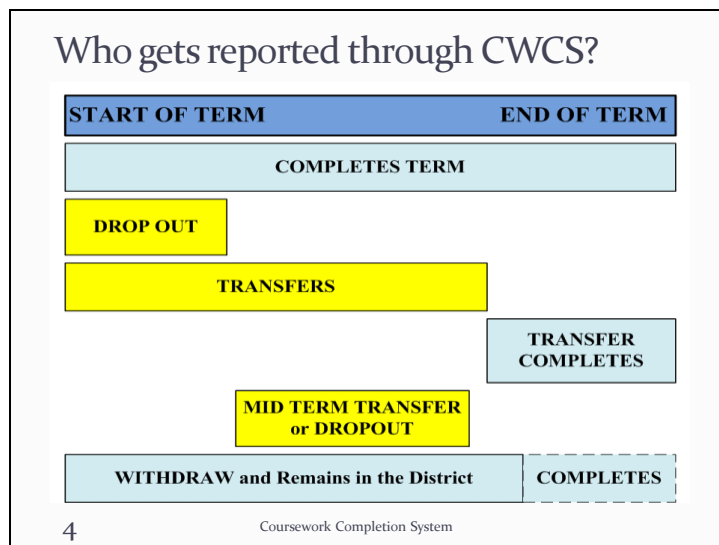
- World Language questionnaire will be collected through CWCS
- Part-time Open Enrollment will be collected through CWCS
- Youth Options will be collected through CWCS
- Graduation Requirements by District will be collected through another process (not CWCS) and the process may be enhanced to enable Districts to report this data at the school level.

Details of PI-1215 Course Offerings Report:

- The 1st tab 'Course Offerings' will not be collected in the 2010-11 PI-1215.
 - Includes courses offered by subject area and topic (total courses offered for 6th, 7th, 8th, 9th, 10th, 11th, and 12th grade levels by 'female' and 'male' genders) and the total enrollment by female and male students.
 - Includes 'Other' (CAPP) totals for ONLY 9th, 10th, 11th, and 12th grade levels by 'female' and 'male' student counts.
 - Includes 'Native American' and 'Other Foreign Language' courses documented by 'Course Title', 'Grade Level', and 'Gender' for grade levels 6th, 7th, and 8th.

Will CWCS be gathered as a new data collection or as part of the existing PI-1215 report?

- For 2010-11 the PI-1215 will continue to be collected in the worksheet form for the:
 - 2nd tab Elementary Survey Question for any 'World Language' instruction offered to any grades K through Five it includes the number of weeks of instruction and the number of students.
 - 3rd tab 'District Graduation Requirements' by local district the number of credits required by subject area (English, Foreign Language, Computer Science, Math, Science, Social Studies, Fine Arts, Physical Education, Health, Vocational Technology, Recommended Electives, and the Total District Graduation requirement.
 - 4th tab 'Part-Time Open Enrollment' of students. Part 1 includes the number of resident students attending another school district for purposes of participation as a part-time student in the Open Enrollment Program. Part 2 include the number of non-resident students attending courses offered within your district. This count does not include resident private school and home based students who take courses under s. 118.145(4), Wis. Stats. Nor does it include students enrolled in a postsecondary program. This data is used to complete the School Performance Report (SPR) s. 115.38, Wis. Stats. In addition, the courses offered by your district and the student count for only non-resident students.
 - 5th tab 'Youth Options Course Count collects the 'Name of the Course', the 'Institution' (private college, technical college or UW system), the number of 'College Credits' available, and the number of 'Students' enrolled.

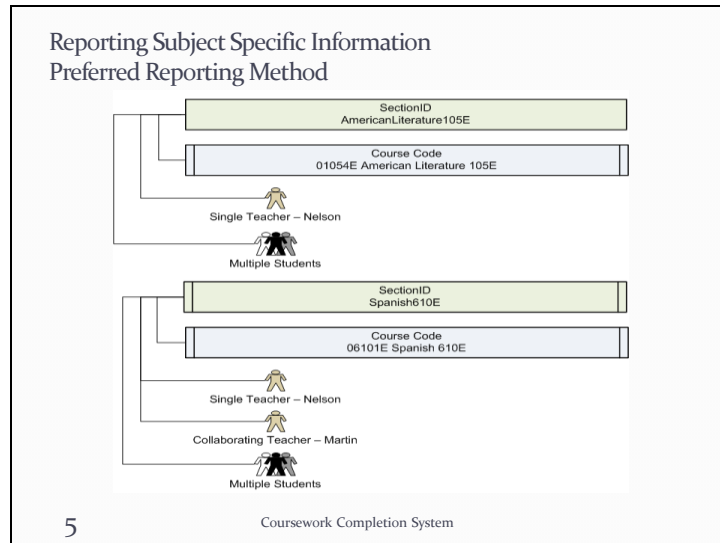


- Students that complete a term and may be awarded a grade earned are reported.
- Students that dropout early in the term based on district policy if they are not awarded a grade earned DPI would prefer not to receive these data records. DPI does not want any course schedule changes that take place within the first weeks of the beginning of a course.
- DPI does not want districts/schools to report twice for the same student in a term, for example scenarios 3 and 4. The student transfers mid year to another district/school and completes the course at the new location. The students grade, completion status and credits earned should be transferred to the new district for reporting for the terms uncompleted.
- Student withdraws from a course and remains in the district and completes the term. The completion status would be reported as 'WD' withdrew/dropped the course.
- Coursework completed outside the regular school day such a credit retrieval which counts towards graduation requirements or grade level advancement should be reported to the CWCS.
- Extracurricular activities and extended learning such as after school programs provided as a service to parents and children or the community should not be reported to the CWCS.
- Non-credit activities and schedule segments which take place during the regular school day such as school clubs, study hall, tutorials, and guidance may be submitted to CWCS, but are not required.
- Summer school coursework will not be collected for 2010-11.

Will Not Be Included in the 2010-11 Data Collections:

- Wisconsin School for the Deaf (WSD) currently in WSLS
- Wisconsin Center for the Blind and Visually Impaired (WCBVI) currently in WSLS
- Parentally Placed Private Students (currently in WSLS)
- Students in the Department of Corrections Schools (DOC) currently in WSLS
- Department of Health Services Schools (DHS) currently in WSLS
- Adult Students (not currently in the WSLS)
- Students first enrolling after age 21 (not currently in the WSLS)
- Private School Students (not currently in the WSLS)
- Summer Enrollment (may or may not be in the WSLS)

Slide 5

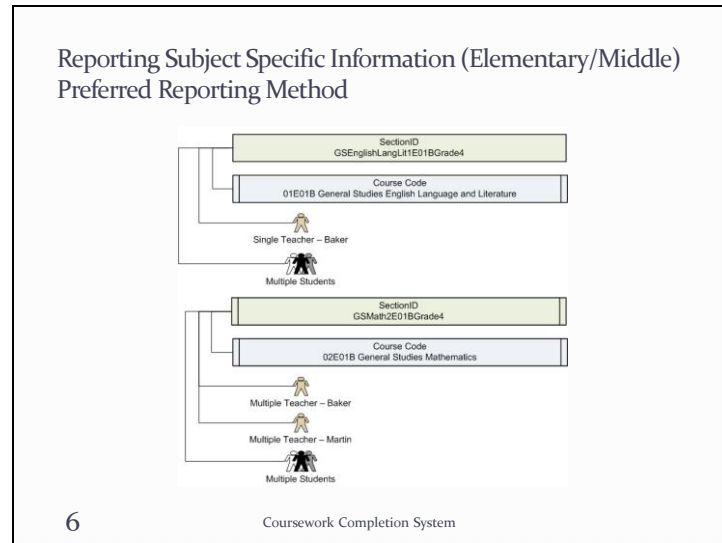


This is DPI's Preferred Method of Reporting:

Every 'Section' must be associated with at least one 'Course', one 'Teacher', and multiple 'Students'.

- Grade earned is required for grades 9 through 12.
- Example two illustrates a SectionID for a specific course assigned to multiple teachers (a single teacher and a collaborating teacher) with multiple students.

Slide 6

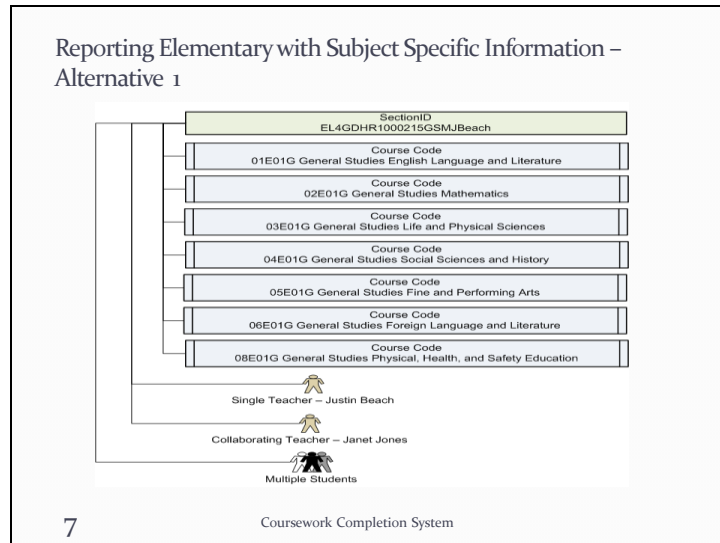


This is DPI's Preferred Method of Reporting:

Every 'Section' must be associated with at least one 'Course', one 'Teacher', and multiple 'Students'.

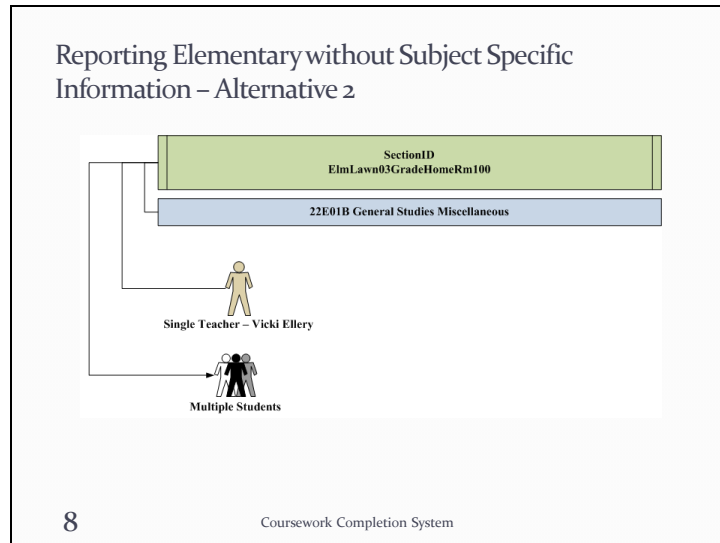
- Elementary 4th grade broken out by specific course assignments and a single teacher with multiple students. Grade earned is not required for school year 2010-11. However, this is an opportunity to setup and fine tune your systems to collect, store and report grade earned for early childhood, elementary and middle school students in preparation for Phase II of CWCS.
- Example two illustrates a SectionID for a specific course assigned to multiple teachers with multiple students.

Slide 7



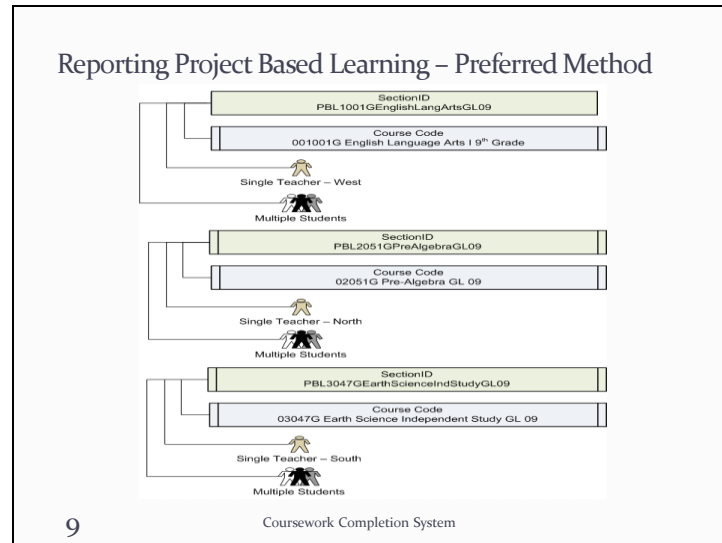
•Should be used only if the district is unable to provide data according to preferred method. District must prepare to submit data according to preferred method for 2011-12.

Slide 8



- Should be used only if neither the preferred method nor alternative 1 are possible. District must prepare to submit data according to preferred method for 2011-12.
- Used for non-subject specific studies such as PK services which are not covered by the NCES subject areas 01 – 22.

Slide 9

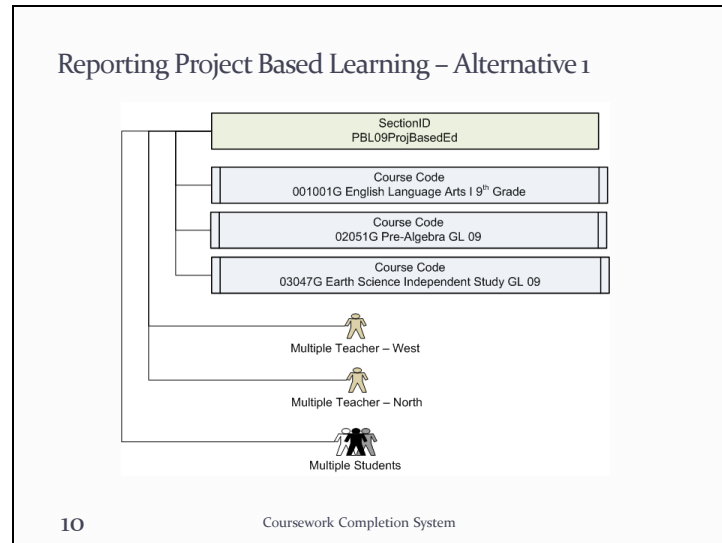


This is the Preferred Method for Reporting Project Based Learning:

- If a separate grade earned is awarded for each subject area (component) of the project based learning, then submit a separate Section ID for each and identify each as Project Based = “Y”.

- PBL curriculum supports comprehensive student-directed research projects centered on the individual’s passions, interests and goals. The learning model is supplemented by teacher-led workshops and student –proposed seminars. The processes of learning, i.e. reading, researching, writing and speaking, are emphasized throughout the project process. A service component often provides significant learning experiences.

Slide 10



- Submit your project based learning in this manner only if one grade earned is assigned and one set of credits is earned that cannot be differentiated into the separate course components (by subject areas).

Required Data Field For Course and Student Records

Collection Type

- CW1 & CW2 active 2010-11 and CW3 active 2011-12

11 Coursework Completion System

Collection Type

The coursework completion collection will be collected three times a school year. Each collection will be identified by a unique collection type. CW1, CW2, and CW3. Each district can submit multiple files per collection type. The files will be unique based on the term of the data.

Usage: Only completed terms are submitted during a collection cycle.

CW1 equals collection 1 – generally intended to gather 1st & 2nd quarter, 1st semester, and 1st trimester term data.

CW2 equals collection 2 – generally intended to gather 3rd & 4th quarter, 2nd semester, 2nd & 3rd trimester, and annual term data.

CW3 equals collection 3 – generally intended to gather summer school data.

•Invalid 'Collection Type'. 'Collection Type' must be a valid Collection Type code.

•Missing 'Collection Type'. 'Collection Type' is a required field.

Required Data Field For Course and Student Records

Submitting District

- A unique 4-digit LEA Code assigned by the Wisconsin Department of Public Instruction to each school district.

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Coursework Completion System

Submitting District

A unique 4-digit LEA Code assigned by the Wisconsin Department of Public Instruction to each school district. Also known as "District Code."

Usage: For WSLs and ISES collection purposes, the data element "District" (also known as "Submitting District") is the code for the agency submitting the WSLs or ISES record. This code is generally the code for a school district under [ch. 119](#) or [ch.120](#), Wis. Stats. It may also be the code for a nondistrict charter school (under [s. 118.40\(2r\)](#) , Wis. Stats.), the WI Department of Corrections (DOC), or the WI Department of Health Services (DHS).

•Invalid 'Submitting District'. 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.

•Invalid 'School Code' for Submitting District. The 'School Code' provided is not valid within the submitting district for the current collection school year.

Required Data Field For Course and Student Records

School Code

- A unique 4-digit school code assigned by the Wisconsin Department of Public Instruction to each school. Also known as “School Code.”

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Coursework Completion System

School Code

A unique 4-digit school code assigned by the Wisconsin Department of Public Instruction to each school. Also known as “School Code.”

Usage: A school is an administrative unit dedicated to and designed to impart skills and knowledge to students. A school is organized to efficiently deliver sequential instruction from one or more teachers. In most cases, but not always, a school is housed in one or more buildings. Also, multiple schools may be in one building. By statute, a home-based private educational program is **not a school**.

A school:

- has an assigned administrator/principal responsible for all personnel actions
- has a unique identification code assigned by the DPI (referred to as a school code)
- provides or directly supervises the primary PK-12 educational services received by students in one or more PK-12 grade groups.
- has one or more teachers to provide instruction or care
- may be located in one or more buildings; multiple schools may be in one building

•Invalid 'School Code' for Submitting District. The 'School Code' provided is not valid within the submitting district for the current collection school year.

• Invalid 'School Code'. 'School Code' must equal the submitting school. *Rule applies for individual school users only.*

•(Warning) School within district has no sections reported to CWCS.

•(Warning) School within district has no students reported to CWCS.

Required Data Field For Course and Student Records Continued

Year

- SCHOOL YEAR. "School year" means the time commencing with July 1 and ending with the next succeeding June 30.

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Coursework Completion System

Year

The school year based on the district, school, and term of the courses completed. s.115.001 definitions include;
(12) SCHOOL TERM. "School term" means the time commencing with the first school day and ending with the last school day that the schools of a school district are in operation for attendance of pupils in a school year, other than for the operation of summer classes.

(13) SCHOOL YEAR. "School year" means the time commencing with July 1 and ending with the next succeeding June 30.

(14) SESSION. "Session" means the time during a school term that the schools of a school district are operated for the attendance of pupils.

Usage: Year is a required field for every student and teacher record for school year 2010-11.

•Invalid 'Year'. 'Year' is required, must use the format YYYY and must equal the collection year.

Required Data Field For Course and Student Records Continued

Term

- Term is an indicator for when the course is offered that varies by district, school, and/or grade level.

15 Coursework Completion System

Term

Term is an indicator for when the course is offered that varies by district, school, and/or grade level.

Acceptable Terms include:

- semesters (1, 2)
- trimesters (1,2,3)
- quarters (1st, 2nd, 3rd, 4th)
- annual
- summer school

Usage: A term is used to measure the length of time required in course hours to achieve a grade earned and/or credits earned.

Term is a required field for every student and teacher record for school year 2010-11.

- Invalid 'Term'. Term is required and must be a valid Term code.
- Multiple terms submitted in a single course and teacher upload file. A course and teacher upload file may include sections for only one term. The upload file may contain multiple schools within a single district.
- Required field is missing, 'Term'. 'Term' must be provided for all CWCS records.

Required Data Field For Course and Student Records Continued

Record Type

- WS = CWCS student record type
- WCT = CWCS course and teacher record type

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Coursework Completion System

Record Type

Indicates whether the data element is included in a record with student/section information or a record with teacher/section/course information. Record type is a required field for every student and teacher record for school year 2010-11.

Usage:

WS = CWCS student record type

WCT = CWCS course and teacher record type

- Invalid 'Record type'. 'Record Type' must equal 'WTC' for CWCS course and teacher load file.

Required Data Field For Course and Student Records Continued

Section ID

- A unique identifier defined by the district to differentiate courses offered into distinct sections necessary to associate teachers to students taught. This identifier must be unique within the school for a given term and collection.

Section ID

A unique identifier defined by the district to differentiate courses offered into distinct sections necessary to associate teachers to students taught. This identifier must be unique within the school for a given collection. The identifier may be alphanumeric up to 25 characters.

Usage: A section may be a classroom unit, a project unit, or other group of students associated with a specific time, block, or other period of time.

- For example, American Literature 205A held during period 1 in room 34 could be 00205AF2010, AmLit205A, 01054AmLitP1R34, 01054010034, or any other identifier deemed appropriate by the district.

- Invalid 'Section ID'. 'Section ID' must be 25 characters or less and may not include spaces or blanks.
- Required field is missing, 'Section ID'. 'Section ID' must be provided for all CWCS records.
- 'Section ID' is not unique. 'Section ID' must be unique based on collection type, district, year, school, term, and section ID.
- Refer to Appendix A of the CWCS Interface Specifications for more information.

Required Data Field For A Student Record

WSN ID

- The Wisconsin Student Number is a unique, unduplicated number assigned to each student enrolled in Wisconsin public schools.

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Coursework Completion System

WSN ID

The Wisconsin Student Number is a unique, unduplicated number assigned to each student enrolled in Wisconsin public schools. The Wisconsin Student Number Locator System is used to assign a WSN. The WSN is intended to be the student's sole identifier throughout his or her PK-12 experience. Parents cannot opt their child out of being assigned a number in the system.

Usage: Enrollment dates will be used for multiple data collection, reporting, and accountability purposes including logic checks, routing of email requests and notifications, student counts on count dates, duration of enrollment at a school, calculation of certain fields/codes and more.

- Invalid 'WSN_ID' in student record. WSN_ID must use format 9999999999.
- Required field is missing, 'WSN ID'. 'WSN ID' is required for every student and completion record.
- Record may not be saved due to missing Course and Teacher data. Student and completion record may be saved only after course and teacher data have been submitted for the matching school and term.
- File failure due to missing Course and Teacher data. Student and completion file may be uploaded only after course and teacher data have been submitted for the matching school and term.
- Student and completion record is not unique. A student may have only one record per section ID per term.
- (Warning) Less than 75% of students enrolled on the 3rd Friday are reported to CWCS.

Required Data Field For A Student Record

Enroll Date

- The school enrollment date is the date a student initially receives educational services from a school during a period of continuous enrollment at a school. A separate enrollment date is required for each continuous period of enrollment at any given school. School enrollment dates are collected as part of the Wisconsin Student Number Locator System. This should be the enroll date as reported in the WSLS.

Enroll Date

The **school enrollment date** is the date a student initially receives educational services from a school during a period of continuous enrollment at a school. A separate enrollment date is required for each continuous period of enrollment at any given school. School enrollment dates are collected as part of the Wisconsin Student Number Locator System.

Usage: The historical date this student enrolled in the district. If the student had a break in membership and then returned, use the most recent date.

- Invalid 'ENROLL DATE' in student record. Enroll Date is expected in this format MM/DD/YYYY or MM-DD-YYYY.
- Require field is missing 'Enroll Date'. Enroll Date is a required for all student and completion records.
- Required field is missing, Enrollment Period. The enrollment period identified by the WSN, District, School and Enroll Date is required for every student and completion record.
- Invalid enrollment period. No WSLS record exists for the WSN, District, School, and Enroll Date identified for this record.
- Enrollment period does not include days within the collection year. The enrollment period identified by the WSN, District, School and Enroll Date does not include days within the current school year, 7/1 to 6/30.

Conditional Data Field For A Student Record

Grade Level Placement

- Grade level is the level of the educational program studied by a student.

20 Coursework Completion System

Grade Level Placement

Usage: Grade level placement is a required field for all student records for school program year 2010-11.

- Invalid 'Grade Level Placement'. 'Grade Level Placement' must be a valid grade level code.
- Required field is missing 'Grade Level Placement'. 'Grade Level Placement' is required for all student and completion records.
- 'Grade Level Placement' is not within expected range. 'Grade Level Placement' must be within the low to high range of the submitting school.
- (Warning) Unexpected grade level placement for elementary course. The 'Section ID' provided is associated with an elementary course code, while the 'Grade Level Placement' for this record was provided as '09', '10', '11', or '12'. Elementary course codes are intended for elementary grade levels and for grade levels '06', '07', 'or '08' taught using an elementary model.

Required Data Field For A Student Record Continued

Completion Status

- Completion Status is an indicator of whether the student completed the course (pass or fail), withdrew, or ended the term with an incomplete status.

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Coursework Completion System

Completion Status

Must be a valid value from DPI table. Values include the following.

- I = Incomplete status was assigned for a specific course or program.
- F = Failing status was assigned for a specific course or program
- P = Passing status was assigned for a specific course or program.
- WD = Withdrawal or dropped status was assigned for a specific course or program
- NA = Not Applicable

Usage: A completion status is a required field for all student records (grade level placement K – 12) by course completed for a specific term.

- Invalid 'Completion Status'. Completion Status must be a valid completion status code.
- Student and completion record is not unique. A student may have only one record per section ID per term.
- Invalid 'Completion Status'. Completion Status must be a valid completion status code.
- Required field is missing 'Completion Status'. Completion Status is a required for all student and completion records.

Conditional Data Field For A Student Record

Grade Earned

- Is the grade you assign a student for completion of a class.
- The district is responsible for converting from the actual grade assigned to a 4.0 numeric point.

22 Coursework Completion System

Grade Earned

Districts/schools currently convert to 4.0 for all state scholars, and can use that same method here. Grade should be unweighted.

- Invalid 'Grade Earned' in student record. Grade Earned must be an numeric value between 0.00 and 4.00 or a valid grade earned code.
- (Info) 'Grade Earned' reset to 'CBC', Competency Based Credit. Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.
- Required field is missing 'Grade Earned'. Grade Earned is a required all student and completion records where Grade Level Placement is '09', '10', '11' or '12'.
- (Info) 'Grade Earned' reset to 'E', Exempt. Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

An alphanumeric grade assigned by a licensed educator indicating a student's level of accomplishment in a course. Numeric grade earned is based on a 4.0 numeric point scale or one of the following alphanumeric codes.

- CBC = competency based credit based on the competency level and/or proficiency level achieved.
- E = exempt from receiving a grade earned.
- NA = not applicable.
- O = other, this is for grading exceptions ONLY. DPI may follow up with a school/district to evaluate the need for additional grade earned codes.

Optional Data Field For A Student Record

High School Credits Earned

- Recognition of attendance or performance in a high school level instructional activity (course or program) that can be applied by a recipient toward the requirements for a diploma, certificate, or other formal award.

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Coursework Completion System

High School Credits Earned

Recognition of attendance or performance in a high school level instructional activity (course or program) that can be applied by a recipient toward the requirements for a diploma, certificate, or other formal award.

Maximum of 10 credits total for any one course or program by term.

Usage: High school credits earned is an optional field for students taking a high school level course that when completed successfully are awarded credits towards their graduation requirements.

•Invalid 'High School Credits Earned'. 'High School Credits Earned' must be a numeric value between 0 and 10. Valid decimal values are .0, .25, .333, .5, .666, and .75.

Optional Data Field For A Student Record

College Credits Earned

- Recognition of attendance or performance in a college level instructional activity (course or program) that can be applied by a recipient towards college requirements.

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Coursework Completion System

College Credits Earned

Recognition of attendance or performance in a college level instructional activity (course or program) that can be applied by a recipient towards college requirements.

•Invalid 'College Credits Earned'. 'College School Credits Earned' must be a numeric value between 0 and 10. Valid decimal values are .0, .25, .333, .5, .666, and .75.

Optional Data Field For A Student Record

Part-time Open Enrollment

- For part-time open enrollment students taking up to two courses in a district other than the submitting district, identify the district providing educational services for this section.

Part-time Open Enrollment District

For part-time open enrollment students taking up to two courses in a district other than the submitting district, identify the district providing educational services for this section.

•Invalid 'Part Time Open Enrollment District'. Must be either, 'NA', Not Applicable or a valid District Code for a district that was open at some time during the collection year.

Required Data Field For A Course Record

Course Code

- A unique identifier assigned to a course. Course code consists of three parts, a Subject Area, a Course Identifier within that Subject Area, and the Course Level.

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Coursework Completion System

Course Code

- A unique identifier assigned to a course.
- Course code consists of three parts, a Subject Area, a Course Identifier within that Subject Area, and the Course Level.
- This is a 6 character alphanumeric field.
- The course code will utilize the NCES standards where applicable.
- The first two numeric characters reflect the subject area, the middle three numeric characters reflect the specific course identifier, and the last alpha character reflects the course level.
- We encourage a review of the course content by the faculty to determine the most appropriate match. Beyond that please forward course specific questions to our DPI consultants.
- Invalid 'Course Code'. 'Course Code' must be a valid Wisconsin Course Code.
- Required field is missing, 'Course Code'. At least one 'Course Code' is required for each section.
- Invalid combination of 'Subject Area', 'Course Indicator', and 'Course Level'. 'Subject Area', 'Course Indicator', and 'Course Level' are combined to form the Course Code. Course Code must be a valid Wisconsin Course Code. At least one Course Code is required for each section.
- Required fields is missing, 'Subject Area'. 'Subject Area' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- Required field is missing, 'Course Indicator'. 'Course Indicator' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- Required field is missing, 'Course Level'. 'Course Level' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.

NCES Handbook

- There are 23 general content categories, each represent by a two-digit code. Courses within a Subject Area are distinguished by a three-digit code. The codes carry no meaning within themselves. As with all entries in the NCES Handbook series, "999" is reserved for courses coded as "other." The course descriptions are fairly general. They provide enough specificity to identify the course's topic and to distinguish it from other courses in that Subject Area. However, the course descriptions do not include course objectives.
- The Course Level conveys the course's level of rigor. There are four options for coding this elements course level. B for basic or remedial, G for general or regular, E for enriched or advanced, and H for honors.

Optional Data Field For A Course Record

Classroom Type

- Indicates the grade level(s) of students within a classroom applicable for all grade levels.

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Coursework Completion System

Classroom Type Code Table Values:

- Single Grade
- Multi Grade

- Invalid 'Classroom Type'. When provided, 'Classroom Type' must be a valid Classroom Type code.

Optional Data Field For A Course Record

Local Course Title

- Free form text field that a school may choose to use as a better descriptor for the college course title.

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Coursework Completion System

Local Course Title

Local Course Title is a free-form data element which an LEA may choose to complete for its own reference in analyzing or editing its data. For example a Youth Options course section, Local Course Title could contain the course name and number of the college course; for example, "UW-Madison Math 221 Calculus and Analytic Geometry". This free-form text field will have a maximum of 25 characters.

- Invalid 'Local Course Title'. Local Course Title must be 100 characters or less. Avoid use of special characters.
- Required field is missing, 'Local Course Title'. College credits earned was provided as a value greater than 0, Local Course Title must be provided.

Required Data Field For A Course Record

Teacher Role

- A teacher can have many roles. As an educator a “teacher role” could be to monitor student, develop curriculum, student assessment or work with another educator on a course. In CWCS a teacher role is defined by what the teacher does in a given section.

Teacher Role

An individual, assigned to a Section ID, that assists in the acquisition of knowledge by another. Valid teacher roles for the Coursework Completion System include;

- CT – collaborating teacher
- ME = monitoring educator
- MT = multiple teachers
- ST = single teacher

- Invalid 'Teacher Role'. 'Teacher Role' must be a valid Teacher Role code.
- Required field is missing, 'Teacher Role'. 'Teacher Role' is a required for each teacher provided for a section.
- Multiple teacher role provided for section with one and only one teacher. When Teacher Role equals 'MT', Multiple Teacher, two or more teachers must be provided for the section.
- Collaborating teacher role provided for section with one and only one teacher. The collaborating teacher role is available to identify a secondary teacher associated with a section. The primary teacher must also be associated with the section and must have a role other than 'CT', Collaborating Teacher.

Required Data Field For A Course Record

DPI Educator File Number

- Is the unique six-digit identifier assigned by Teacher Licensing to individuals when they apply for a license to teach in the State of Wisconsin.

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Coursework Completion System

DPI Educator File Number

A unique six-digit identifier assigned by the Wisconsin Department of Public Instruction to persons who apply for education licensure. In the Coursework Completion System, it is used to identify and report an individual assigned to a Section ID.

- Required field is missing, 'DPI Educator File Number'. 'DPI File Educator Number' is a required for each teacher provided for a section.
- Invalid 'DPI Educator File Number'. 'DPI Educator File Number' must be 6 numeric digits. Leading zeroes must be included, if appropriate.
- Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

Required Data Field For A Course Record

Last Name

- The legal last name of the teacher assigned to a Section ID.

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Last Name

The legal last name of the educator assigned to a Section ID which may be used to authenticate the DPI Educator File Number provided.

- Required field is missing, 'Last Name'. 'Last Name' is a required for each teacher provided for a section.
- Invalid 'Last Name'. 'Last Name' must be 20 characters or less, may contain A-Z, a space, a dash or a single quote. A special character (space, dash, single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.

Conditional Data Field For A Course Record

Former Last Name

- The legal former last name of the teacher assigned to a Section ID.

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Former Last Name

The legal former last name of the educator assigned to a Section ID which may be used to authenticate the DPI Educator File Number provided.

•Invalid 'Former Last Name'. 'Former Last Name' must be 20 characters or less and may only contain the letters A-Z, a space, a dash or a single quote. A special character (space, dash, or single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.

Optional Data Field For A Course Record

Dual Enrollment Credit

- Is a program for high school students and when completed they earn high school and college credits.

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Coursework Completion System

Dual Enrollment Credit

A program through which high school students are dually enrolled in both high school and college (e.g., youth options, youth apprenticeship, advanced standing, transcribed credit) and earn both high school and college credit.

•Invalid 'Dual Enrollment Credit'. When provided, 'Dual Enrollment Credit' must be a valid Dual Enrollment Credit code.

Optional Data Field For A Course Record

Distance Ed

- Includes participation by a student in a course where the educational materials are provided through cable television, satellite classes, videotapes or correspondence courses.

Distance Ed

An option for earning course credit via cable television, satellite classes, videotapes, correspondence courses, or by other distance communication methods.

- Invalid 'Distance Education'. When provided, 'Distance Education' must equal 'Y' or 'N'.
- Invalid combination, 'Distance Education' and 'Virtual / On-line Education' are mutually exclusive. Both 'Distance Education' and 'Virtual/Online Education' were provided as 'Y', Yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.

Optional Data Field For A Course Record

Virtual Online Ed

- Are any education programs were students enrollment and participation is the course in done through the internet (online). These types of educational programs are available for students at grade levels K-12.

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Coursework Completion System

Virtual Online Ed

Virtual Online Education programs are online courses available to students in grades K-12.

- Invalid 'Virtual / On-line Education' indicator. When provided, 'Virtual / On-line Education' indicator must equal 'Y' or 'N'.
- Invalid combination, 'Distance Education' and 'Virtual / On-line Education' are mutually exclusive. Both 'Distance Education' and 'Virtual/Online Education' were provided as 'Y', Yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.

Optional Data Field for a Course Record

Project Based

- PBL curriculum supports comprehensive student-directed research projects centered on the individual's passions, interests and goals. The learning model is supplemented by teacher-led workshops and student – proposed seminars. The processes of learning, i.e. reading, researching, writing and speaking, are emphasized throughout the project process. A service component often provides significant learning experiences.

Project Based

Project Based Learning (PBL) is a systematic teaching method that engages students in learning knowledge and skills through an extended inquiry process structured around complex, authentic questions and carefully designed products and tasks.

- Invalid 'Project Based' indicator. When provided, 'Project Based Education' indicator must equal 'Y' or 'N'.
- (info) 'Project Based' indicator reset to 'Y'. Generic project based learning course code was provided, '22P01B', '22P01G', '22P01E', or '22P01H', but 'Project Based' indicator was either null or 'N'. 'Project Based' indicator has been reset to 'Y', Yes.

Optional Data Field for a Course Record

Academic Service-Learning

- Enables students to develop 21st century skills through active participation on the application of knowledge and skills to address a relevant issue in the community.

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Coursework Completion System

Academic Service-Learning

Academic Service-Learning is an instructional approach that engages students in addressing meaningful community needs as a way of deepening their academic skill development through critical thinking and problem solving. Students develop 21st century skills through active participation that focuses on application of knowledge and skills to address a relevant issue in the community. Immersed within the academic curriculum, academic service learning involves investigation, planning, action, reflection, and a demonstration and celebration of outcomes.

- Invalid 'Academic Service Learning' indicator. When provided 'Academic Service Learning' indicator value must equal 'Y' or 'N'.

Conditional Data Field for a Course Record

Alternative Education Program

- These programs enable students whom seek an alternative to fulfill their high school educational requirements to achieve an GED or HSED.

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Coursework Completion System

Alternative Education Programs

Available for alternative education programs that are not credit producing (e.g. s.118.15 contracts for HSED, GEDO#2, competency-based). Should not be used when local course title and credits are available.

- Invalid combination of 'Alternative Education Program' and 'Course Code'. 'Alternative Education Program' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than '22A01G'. 'Alternative Education Program' is expected only when no other course codes applies and the generic alternative education program course code, '22A01G,' is provided. If a course code other than '22A01G' is available for the alternative education course, then 'Alternative Education Program' should be 'NA,' Not Applicable.
- Invalid 'Alternative Education Program'. When provided, 'Alternative Education Program' must be a valid Alternative Education code.
- Required field is missing 'Alternative Education Program'. 'Course Code' was provided as generic alternative education course, '22A01G', 'Alternative Education Program' code is a required.

Optional Data Field for a Course Record

Equivalency

- The terminology “equivalent graduation policy” refers to approved courses that are by subject area that permit selected equivalent courses as long as such courses contain the time allotment and substantially the same objectives to develop the knowledge, concepts, and skills of the course for which an equivalent is proposed.

Equivalency

Through an approval process established by the Department of Public Instruction (DPI) school districts may apply to have courses approved for equivalency to other courses.

Chapter PI 18.02 defines “equivalent graduation policy” as “a board policy which meets the credit requirements specified (s. 118.33, Wis. Stats.) for each subject area, but which permits selected equivalent courses as long as such courses contain the time allotment and substantially the same objectives to develop the knowledge, concepts, and skills of the course for which an equivalent is proposed.”

Only courses that have been approved by DPI should be identified as such in this field.

- Invalid 'Equivalency'. When provided, 'Equivalency' must be a valid Equivalency code.

Optional Data Field for a Course Record

World Language

- Formerly known as foreign language courses are domestic courses of study in languages other than English.

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World Language

World Language Courses are domestic courses of study in languages other than English. Courses may be designed to meet the needs of heritage or second language learners. Such courses were previously commonly referred to as “Foreign Language” courses. The discipline has adopted the term “World Languages” to reflect the reality that these languages are spoken by resident communities within the United States as well as other in other nations. Valid World Language options within the DPI World Language table include:

- **FLEX** - Foreign Language Exploratory (FLEX) Programs – An exploratory program, less than 60 minutes of instruction per week, with a cultural focus.
 - **FLES** - Foreign Language in the Elementary School (FLES) Programs – A standards-based sequential curriculum, year-long course of study, greater than 60 minutes of instruction per week, with a language focus.
 - **IMMR** - Two way Immersion programs – 50% or more of the student’s day is spent learning in a language other than English.
 - **WL** - World Language – A world language program included within the ‘Foreign Language and Literature’ subject area of the NCES course codes.
 - **NA** - Not applicable.
- **Invalid 'World Language'.** When provided, 'World Language' code must be a valid World Language code.

Optional Data Field for a Course Record

Bilingual/ESL

- These courses are designed for students whose native language is not English and is taught either in English or in the native language of the students.

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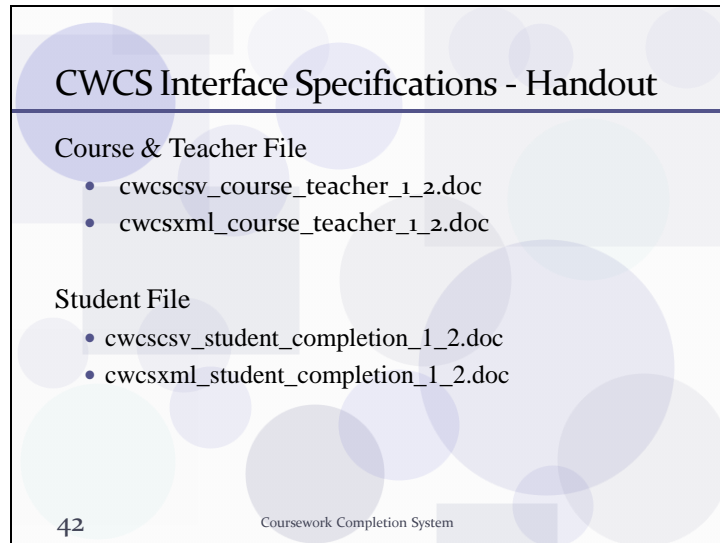
Bilingual/ESL

Includes a course of study designed specifically for students whose native language is not English, delivered either in English or primarily in the native language of the students. To include a course of study delivered in English and the target language as part of a two-way immersion program.

Valid values in the Bilingual/ESL DPI table include:

- **B** - Bilingual – A course of study designed specifically for students whose native language is not English, and delivered primarily in the native language of the students.
- **E** - ESL – A course of study designed specifically for students whose native language is not English.
- **T** - Two-Way Immersion – A course of study that is delivered in English and/or the target language as part of a two-way immersion program.
- **NA** - Not applicable – The course is not designed specifically for students whose native language is not English, nor is it part of a two-way immersion program.

• **Invalid 'Bilingual / ESL'.** When provided, 'Bilingual / ESL' must be a valid Bilingual / ESL code.

The slide has a light blue background with a pattern of overlapping circles in various shades of blue and purple. The title 'CWCS Interface Specifications - Handout' is at the top in a dark blue font. Below it, there are two sections: 'Course & Teacher File' and 'Student File', each with a bulleted list of file names. At the bottom left is the number '42' and at the bottom right is the text 'Coursework Completion System'.

CWCS Interface Specifications - Handout

Course & Teacher File

- cwscsv_course_teacher_1_2.doc
- cwcsxml_course_teacher_1_2.doc

Student File

- cwscsv_student_completion_1_2.doc
- cwcsxml_student_completion_1_2.doc

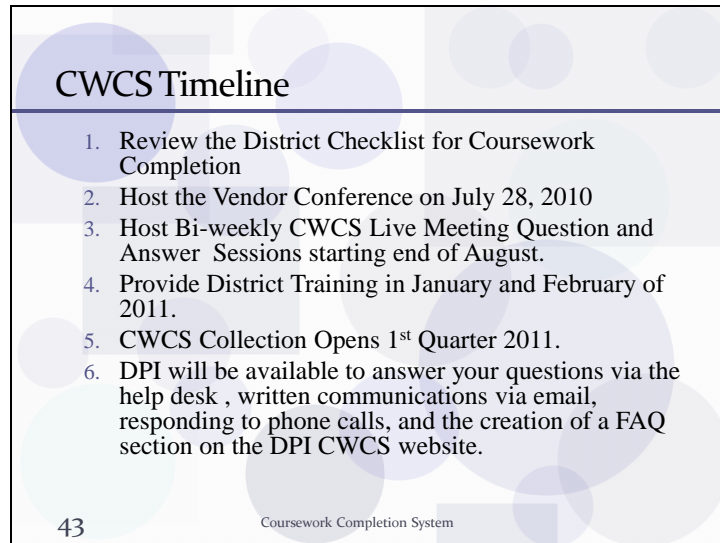
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Handouts:

- Course & Teacher CSV File Layout
- Student CSV File Layout.
- Data Fields for 2010-11 (Mandatory, Optional or Conditional) total of 31

Need to Know

- There are two file types that can be used for uploading a file. CSV or XML.
- There are two kinds of file upload. One Course/Teacher file and second Student file.
- The Course & Teacher data is expected prior to Student data.
- Most fields for phase 1 are optional, but should be sent if district has them.
- More business rules will be added in phase 2 when some of these optional fields change to mandatory in phase 2 and beyond.



CWCS Timeline

1. Review the District Checklist for Coursework Completion
2. Host the Vendor Conference on July 28, 2010
3. Host Bi-weekly CWCS Live Meeting Question and Answer Sessions starting end of August.
4. Provide District Training in January and February of 2011.
5. CWCS Collection Opens 1st Quarter 2011.
6. DPI will be available to answer your questions via the help desk , written communications via email, responding to phone calls, and the creation of a FAQ section on the DPI CWCS website.

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- http://dpi.wi.gov/lbstat/doc/cwcs_prepare_checklist.doc

- We will be setting up CWCS Live Meeting training sessions beginning in August and running bi-weekly through the 1st quarter of 2011. This will enable DPI to work with districts and vendors through the development, implementation, collection, and reconciliation processes.

- Technical assistance is available as needed throughout the CWCS development and implementation phases.

- FAQs are posted out on the CWCS website

- WSLS/ISES Help Desk is available Monday through Friday during our core hours 9 am through 4 pm

- Susan Rose-Adametz will be the CWCS program contact going forward

CWCS Future Enhancements Phase II (School Year 2011-12)

- Students at the Wisconsin School for the Deaf (WSD) and Wisconsin Center for the Blind and Visually Impaired (WCBVI)
- Multi-district charter schools
- County Disability Education Boards (CCDEBs)
- Summer school data
- Grade earned for students in grades PK – 8
- Graduation requirements for each district (as previously defined by the PI-1215) will be captured elsewhere
- Required special education attributes
- PI1215 – tabs #3-6, Elementary Survey, Part-time Open Enrollment & Youth Options
- NCES non-secondary course codes will replace generic DPI codes for elementary and limited middle school codes.

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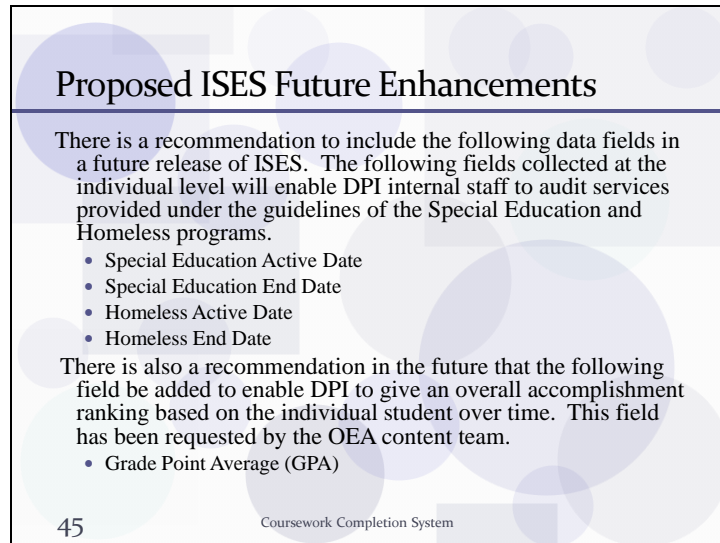
Coursework Completion System

For school year 2011-12 we will be collecting from the following institutions to complete the data collection. This will require additional time and resources to coordinate and find solutions to the CWCS collection process.

There are many questions that surround the collection of summer school student data as a subset of these students do not have a WSN or are attending a school outside of their resident district.

Grade earned will be required for all grade level reporting in the Phase II release of CWCS.

PI-1215 Course Offerings Report is targeted to be replaced by the implementation of Phase II.



Proposed ISES Future Enhancements

There is a recommendation to include the following data fields in a future release of ISES. The following fields collected at the individual level will enable DPI internal staff to audit services provided under the guidelines of the Special Education and Homeless programs.

- Special Education Active Date
- Special Education End Date
- Homeless Active Date
- Homeless End Date

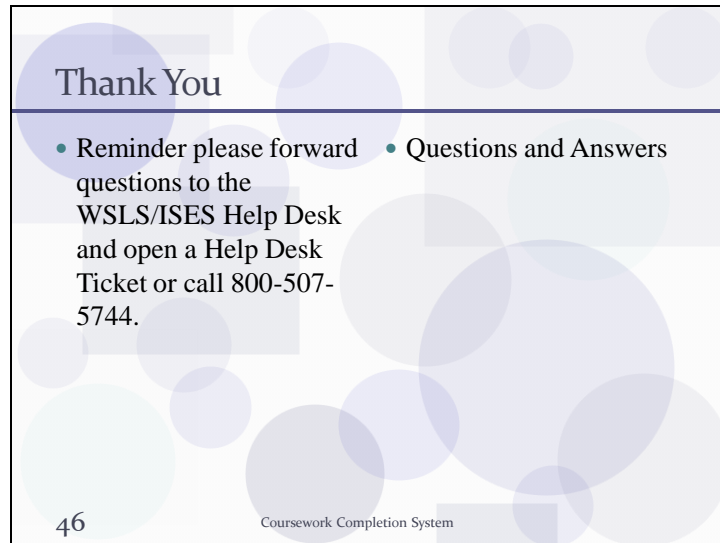
There is also a recommendation in the future that the following field be added to enable DPI to give an overall accomplishment ranking based on the individual student over time. This field has been requested by the OEA content team.

- Grade Point Average (GPA)

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The recommendations to add these fields is being taken into consideration and the decision will be posted/shared in the future.

It has also been documented to replace the current CTEERS data collection within the CWCS. This effort will require the addition of many new fields within ISES and CWCS. This recommendation is also being taken into consideration for a future enhancement. However, this would require additional coordination of collection periods through ISES to meet CTEERS needs.



Thank You

- Reminder please forward questions to the WSL/ISES Help Desk and open a Help Desk Ticket or call 800-507-5744.
- Questions and Answers

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